

Infant Toddler Program Process and Corresponding Timelines for Child Outcomes

The following table provides information regarding the process a child and family may be in while enrolled in the Infant Toddler Program and the corresponding Child Outcomes related activities that should be completed.

Infant Toddler Program (ITP) Process and Corresponding Timelines for Child Outcomes	
ITP PROCESS	CHILD OUTCOME-RELATED ACTIVITIES
Initial intake.	General information provided to families about the Child Outcome reporting. (Early Childhood Outcomes: Who, What, Why, and How parent brochure).
Multidisciplinary Evaluation Process.	Must include anchor assessment tool that evaluates all developmental domains.
Eligibility determination (M ulti- d isciplinary T eam [MDT]).	Information relevant to each functional Outcome area is collected from team members.
Initial Individualized F amily S ervice P rogram (IFSP) - Team develops IFSP for services.	Family input sought regarding child status in first pages to include information on three (3) Outcome areas.
	Child Outcome Summary Form (COSF)* is completed using evaluation results, family input, observation, and other sources of information gathered through evaluation process and IFSP development within 45 days of IFSP development.

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Data entry of eligibility and planned service.	Record Child Outcome entry data in data system.
<p>Graduating prior to age 3:</p> <ul style="list-style-type: none"> ▪ Child met Objectives. ▪ Evaluation (by discipline(s) currently delivering service). ▪ Multidisciplinary staffing and staffing notes. ▪ Entry of service delivery data, transition data, and exit reason data in data system. 	<ul style="list-style-type: none"> ▪ Current curriculum-based assessment or tool assessing all domains of development is required to be completed prior to the child's exit.** ▪ Complete Child Outcomes Summary Form at exit from Part C.* ▪ Record COSF exit data in data system.
<p>Eligible for Part B at 3 years:</p> <ul style="list-style-type: none"> ▪ Evaluation by discipline(s). ▪ Multidisciplinary staffing and staffing notes. ▪ Transition meeting/process. ▪ Entry of service delivery data, transition data, and exit reason data into data system. 	<ul style="list-style-type: none"> ▪ Current curriculum-based assessment or tool assessing all domains of development is required to be completed. Typically this occurs between 2 year 6 month IFSP meeting and child's 3rd birthday. ** ▪ Complete Child Outcomes Summary Form near transition meeting with Part B.* ▪ ITP Service Coordinator provides local school district with Child Outcome Summary Form exit data as soon as possible, but no later than 30 days after the child's 3rd birthday or exit from Part C, whichever comes first. ▪ Record COSF exit data in data system.

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Ineligible for Part B at 3 years:

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| <ul style="list-style-type: none"> ▪ Evaluation by discipline(s) providing services. ▪ Multidisciplinary staffing and staffing notes. ▪ Entry of service delivery data, transition data, and exit reason data in data system. | <ul style="list-style-type: none"> ▪ Current curriculum-based assessment or tool assessing all domains of development is required to be completed. Typically this occurs between 2 year 6 month IFSP meeting and child's 3rd birthday. ** ▪ Complete Child Outcomes Summary Form near exit from Part C. * ▪ Record COSF exit data in data system. |
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* Completion of the Child Outcomes Summary Form is based on the evaluation information and ongoing assessment from primary therapists, parents, and other team members. The child's primary therapist is responsible for completion of the COSF. The service coordinator assures the collection of needed information from team members and ensures that COSF data is recorded in the data system in a timely manner. If there is disagreement about a child's COSF rating among therapists, review the information at the MDT meeting. If consensus cannot be reached within the MDT, the opinions and data sources of all providers/team members will be documented by the service coordinator. The information will be provided to the team's supervisor for the final rating on the entry Child Outcomes Summary Form.

* * When the exiting child is receiving only a single related service, it is recommended that a comprehensive developmental evaluation be completed prior to exit/transition. In some circumstances, it may be allowable to acquire Outcome information using the Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire - Social Emotional (ASQ-SE) as a data source for Outcome information rather than using a listed Anchor Assessment tool.